



STATE OF TENNESSEE
BUREAU of TENNCARE
729 Church Street
NASHVILLE, TENNESSEE 37247-6501

Date: December 17, 2003

To: All Nursing Home Providers

RE: New Nursing Home Medicaid Billing System-- **January Computer Training**

From: Steve Hopper, Bureau of TennCare, Division of Long Term Care
Darrell Winningham, Tennessee Health Care Association

TennCare will soon be migrating to a new computer system. One of the important facets of this system is automation of the nursing home Medicaid billing process. The current manual Turn-Around Document billing process will be eliminated for Level 1 billing submissions. The format for filing paper Level 1 claims will be UB-92. The new system will also accept electronic Level 2 claims in UB-92 format.

Under the new TennCare Computer Billing System, nursing facilities will have two electronic options for submitting billing information to the state. First, most facilities will log into the state's Internet site and submit data through a secure Web portal. Second, some facilities may choose to transmit data directly via modem similar to the current MDS submittal process.

For those using the Web portal, the new system will have several advantages over the current payment process:

- Transactions will be completed through a secure on-line server to protect patient privacy.
- On-line billing will be available for Level 1 and Level 2 patients.
- Transactions will be submitted on-line and edits will be updated within seconds.
- Nursing facilities will have access to on-line DHS patient financial eligibility data.

Computer-based training for the Web portal billing method is set to begin early in January 2004. Two staff members from each nursing facility will be allowed to attend these training sessions. As this will be hands-on technical training on how to navigate the system and process billing submissions, it is recommended that business office staff who will be responsible for processing billings through the Web portal be the ones who attend.

Training sessions will be held regionally, and in the following pages you will find the training date and site for your facility. Facilities were assigned training dates and sites based upon their county location.

Due to time and space constraints, facilities need to make every effort to attend their assigned training session. Please remember that the current nursing home Medicaid Turn-Around Document billing process for Level 1 services will be eliminated when the new system is brought on-line. This training will be vital for your facility to assure uninterrupted Medicaid reimbursement.

Facilities should confirm registration for their session by contacting THCA via fax at (615) 834-2502 or e-mail at thca@thca.org with the names of the two individuals who will be attending the training. **Due to the volume of facilities involved with this training, no telephone registrations will be accepted** . Registration for these training seminars is required, however, there is no fee for registering and you must register by fax or e-mail by December 30, 2003.

TennCare Computer Billing System Training Registration Form

Facility: _____

Name of Person Completing Form: _____

Name of facility staff who will attend training for the date and location assigned:

Name

Title

Name

Title

Please respond via fax at (615) 834-2502 or e-mail at thca@thca.org by December 30, 2003.